

Notice of Funding Opportunity

**HS Southeast Wisconsin Threat Analysis Center (STAC)
Operations 2020 (2021)**

**Applications must be submitted through
Egrants on or before August 18, 2021**



Contact Information for this Notice of Funding Opportunity

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Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-616-0020 or WEMEgrants@egrants.us
The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuideUpdated9-9-19-Final.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

WEM Egrants website: <https://wem.egrants.us>

Requirements for Federally Funded Grants

Data Universal Numbering System (DUNS) Number:

The federal government requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

Unique Entity Identifier and System for Award Management (SAM):

All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant.

WEM's website has a helpful guide for SAM registration.

[https://dma.wi.gov/DMA/divisions/wem/egrants/How to Register in SAM.GOV.pdf](https://dma.wi.gov/DMA/divisions/wem/egrants/How_to_Register_in_SAM.GOV.pdf)

WEM cannot award a grant until the applicant has complied with all applicable DUNS and SAM requirements.

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Description: WEM will provide grant funds to help maintain the Southeastern Wisconsin Threat Analysis Center's (STAC) certifications, and capabilities. Funds will be used for travel/training, equipment, and operational costs such as software. The technology software will provide the STAC the ability to maintain staff certifications and capabilities.

The STAC is considered to be an all crimes, all threats, information sharing fusion center for the eight counties in southeastern Wisconsin and the state as a whole. The STACs mission is to gather, receive, analyze, and disseminate relevant information and intelligence to various law enforcement, fire service, emergency management, public health, military, and private sector partners in a concise and expedient manner to effectively protect the citizens.

Opportunity Category: Limited Eligibility

Important Dates:

- Application Due Date: 8/18/2021
- Project Start Date: 9/1/2021
- Project End Date: 8/31/2022

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

- Program Reports must be submitted quarterly in Egrants.
- Equipment grants will require an Inventory Report in addition to program and financial reports. An Inventory Report must be submitted prior to grant closeout and final reimbursement in Egrants.
- Financial Reports must be submitted quarterly in Egrants.

Anticipated Funding Amount: As approved by the Funding Advisory Work Group, the dollar amount available under this funding opportunity is \$61,000.00.

Match/Cost Sharing Requirement: None

Eligibility: Only the City of Milwaukee Police Department is eligible to apply.

Eligible Expenses: Funding may be used for Travel/Training, Equipment, Supplies & Operating Expenses, and Consultants/Contractual.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of

current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

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Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations. An Alternate contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

- The Signatory is the highest elected official. (example: Mayor, County Board Chair, Tribal Chair, etc.) For a non-profit this would be the Board President
- The Financial Officer – Person at the applicant agency who is responsible for financial reporting.
- The Project Director – Person at the applicant agency who is responsible for the project and for programmatic reporting.
- An Alternate contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)”

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

3. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training:

Guidelines for Travel and/or training costs for an individuals with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.).

Guidelines for any Travel and/or training costs associated for hosting an event (conference/convention, training, exercise, etc.) with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Meal cost per attendee: \$8/breakfast (start time prior to 6 a.m.); \$10/lunch (starting before 10:30 a.m. and concluding after 2:30 p.m.); \$20/dinner (event ending after 7 p.m.). Some events may be eligible for \$7/break expenses, for more information regarding state guidelines and expense reasonableness please call or email the Program or Fiscal Contact listed on this Grant Opportunity.

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees/Contractual Services does not go in this section. These expenses should be itemized under "Contractual.")

Equipment: Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

(Please Note: Contractor expenses for supplies should not go in this section. Supplies purchased by a contractor should be itemized under Consultant/Contractual, Product & Services.)

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for training and exercise contractors may not exceed \$50.00/hour. Show the basis of computation for each service requested.

- Consultants/Contractual – these are costs associated with the consultant/contractor rate of pay or flat fee contractual agreement.
- Consultants/Contractual Product/Service – these costs are for items such as, but not limited to; duplicating, videotaping, moulage, general office supplies, and catering the consultant/contractor has purchased.
- Consultants/Contractual Travel – these are costs associated with mileage, hotel, and meals the consultant/contractor incurred performing contractual work. All expenses will be reimbursed at current state rates.

4. Free Style Questionnaire- Core Capabilities

Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

5. Program Objectives

Describe what objectives will be accomplished with the grant funding. Explain how the funding supports STAC operations.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. Equipment Training

All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The sub-recipient is required to maintain proper training records.

2. Equipment Maintenance and Disposal

Equipment shall be maintained and available to use as intended by the grant for the duration of its useful life. The sub-recipient is required to maintain proper equipment records. Sub-recipients seeking to dispose or transfer ownership of equipment must contact Wisconsin Emergency Management (WEM) Homeland Security Staff to obtain the Homeland Security Equipment Disposition Form, and further directions. If approved, the sub-recipient must maintain records of any equipment disposal or transfer of ownership. Any proceeds from the sale of equipment at or near the end of its useful life will be considered program revenue and must be reinvested into eligible homeland security expenses.

3. Sustainment Costs

Agencies that accept funding are responsible for all sustainment costs.

4. Meal and Mileage Reimbursement

Reimbursement for meals and break items for meetings are contingent upon submission of agenda and roster or attendance list and must support the expense. All meals and break materials are reimbursed at current state rates and uniform travel guidelines. Information about rates and mileage is on the OSER website:

https://dpm.wi.gov/Documents/BCER/Compensation/Section_F_19-21.pdf. The Grants Specialist is available to answer questions before costs are incurred.

5. Procurement

Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.

6. Grant Modification

A grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must also be current with WEM Fiscal and Program Reports in Egrants for modification to be considered. Grant modifications will not be granted unless applicant provides a compelling reason.

7. Copy of Contract Required

A copy of contract must be submitted to WEM. If hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables. Upload the contracts into Egrants within the Monitoring Section under Project Document Attachments.

8. Allowable Grant Activities

This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.

9. SAM Requirement

SAM.gov Requirement – Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award.

10. Appendix A – Fusion Centers

State and major Urban Area Fusion Centers receiving SHSP or UASI grant funds will be evaluated based on compliance with the guidance and requirements for the National Network as set forth by DHS Intelligence and Analysis (I&A) through the annual Fusion Center Assessment. In addition, Fusion Centers will:

- ✓ Fusion centers will comply with the annual Fusion Center Assessment managed by DHS I&A and reported to FEMA.
- ✓ Fusion Center will adhere to the grant requirements are listed at <https://www.dhs.gov/homeland-security-grant-program-hsgp>.
- ✓ DHS/FEMA approved analyst courses that meet the grant requirement are listed at <https://www.dhs.gov/fema-approved-intelligence-analyst-training-courses>. Upload all certificates of training conducted with the grant performance of period within the Monitoring Section under Project Document Attachment.
- ✓ Adherence to all other pertinent provisions identified in the “ FY 2020 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO)” and the FY 2020 FEMA Preparedness Grant Manual.

11. Grants Manual

Adherence to FEMA Preparedness Grants Manual Homeland Security Grant Program (HSGP).